

CORRECTIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the jail, the primary duties of which involve the custody and care of detainees and inmates and the security of the jail facility. Employees of this class are responsible for booking and processing persons taken into custody, supervising inmate activities, maintaining records of jail operations, and making lawful arrests of persons committing crimes while in custody. This class is non-supervisory in nature. Employees of this class report to and have work reviewed by a Corrections Officer II. Corrections Officers rank immediately below the class of Corrections Officer II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for inmates in accordance with established procedures, including reading the prisoner his/her rights, conducting searches for contraband, securing personal property, fingerprinting and photographing inmate, and placing inmate in jail cell. Completes and maintains inmate records, such as name and address, date and time of arrest, charges, and name of arresting officer. Completes forms, records, and reports of jail activity in accordance with department procedures.

Makes periodic inspections of the jail facility and equipment in order to maintain jail security and cleanliness. Prevents or controls fighting or other disruptive behavior, using weapons or restraining devices when necessary. Disciplines inmates for violations or infractions of rules. Inspects packages and screens visitors to confiscate contraband. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

Maintains an inventory of supplies needed in the jail. Inspects and maintains emergency equipment for use in case of fire. Makes or reports needed repairs.

Supervises inmates during serving of meals. Distributes clean clothing to inmates. Provides for inmates in need of medical attention. Administers first aid and CPR, as may be necessary.

Participates in training which is offered, conducted, or

sponsored by the department.

Receives telephone calls from the public, assisting caller or referring caller to a superior officer for assistance.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.